		,
2 6	Sept	67

MEMORANDUM FOR:

25X1

This is the long-promised grid; comparative study of our own efforts plus a comparison with the GSA State, and FAA manuals—I would from a briaf look at DIA's that they still use OF Form 10, merge data on memos and letters but do use C V't letter to a degree and have heavy dividers between their chapters. State says USIA and ID are the same as they are. So actually the grid counting this memo covers 4 of our own versions plus those of 6 other gov't agencies.

(DATE)

FORM NQ. 101 REPLACES FORM 10-101 1 AUG 54 WHICH MAY BE USED.

(47)

,	Approved For Release	2009/04/10 : CIA-RDP74-	00005R000200160006-9	STATINTL
TITLE & AUTHOR & DATE	HB 1/68	STATINTL HB 65rev.	0C¹s 66/67	HB 1967
Forms of Address	25X1 NO	25X1 YES in Chp. 3, Section C	25X1 YES as Part V	NO
Reports, Minutes, Agendas	NO	Nθ	N0, except Part X on approval of R&D projects	NO, except in early draft
TS Correspond.	YES, plus exhibit. Part III	YES, but no example given Chapter IV	NO	YES, no exhibit shown
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references to COMMO	YES though not as a distinct paft or chapter
Data on new US Gov't letter	Yes, plus an exhibit on same	produce and respectively from all programmes from a second of the second	NO	nation of the management of the control of the second of t
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	Chp 2 on memo &		Yes, to a degree as Chp 1 on Letters and Chp 2 on memo but has gen/procd
mailing let- ters and memos separa	Yes, again the two are not e merged.		YES but with reference to COMMO	Again, the separt, gen. procedures cover both at the same time.
Terms used: "DCI" and "memoranda"	No, terms use were "Directo & "memorandum	"memoranda" is	Yes to both terms throughout the handbook	Yes. "DCI" used; No as "memor/ <u>dums</u> is used.
Use of Optional Form 10	No, that form has been drop from the book	ped Form No. 64 for	to COMMO; NO to	ie YES. But Form 1954 was <u>not</u> used for MEMO FOR RECORD.
Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Yes, but merged into text.	YES, as Part IX	YES, in text and as "e" of Section IV
Examples made distinc from text	Examples are	Some Exhibits are distinct, but most placed in text.	Some exhibits are distinct, bu examples are in text style.	Some distinct, most are placed i text.
nagangan ang ang ang ang ang ang ang ang	and the state of t	a mara maka sahagan ka taraba Makaba Ka		
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TITLE & LUTHOR & DATE	1/68 25X1	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962	
Forms of Address	Ю	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	tices.	
·		A to the second		A Company System (1996) was a second of the control	
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams wire services i unique.	
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	N O	
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	ИО	NO, though its Part II deals with comparable correspondence.	NO, though parof of Chps. 1&2 refer to their Administrator.	
Data on new US Gov't 1etter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	NYES, have adop	
Letters kept separat from memos	Yes, separate "Parts" on each/not merge	NO-have dropped memos in favor of informal letters and communication with few exception	3	YES, cf. Chps. 1 and 2	
mailing let- ters and memos separa	Yes, again the two are not e merged.	See above; also refer to its Chps 344 on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.	
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta t e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>	
Use of Optional Form 10	No, that form has been dropp from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil	
Registered	Approved For Relea	se 2009/04/10 : CIA-RDP7	74-00005R00020016000	6-9 ES, esp. Chp:	

Approved For Release 2009/04/10: CIA-RDP74-00005R000200160006-9 YES, esp. Chps. NO as it is YES, esp. sce Régistered Yes, after OK Chps. 4-7 of Part I 3 and 4. government wide. Mail and from mailroom people as Part Agency Fail. ĬX Examples Examples are NO, most are YES to a large YES either they made distinc degree; word, in text/same are separate or from text EXAMPLE is all in bold face. style print; caps or exhibits few are separate is bordered by bold face lines. Approved For Release 2009/04/10: CIA-RDP74-00005R000200160006-9

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TITLE &	Approved For Release	2009/04/10 : CIA-RDP74	001s	нв 🗆
AUTHOR & DATE	1/68		66/67	1967
	25X1	25X1	25X1	25X1
Forms of Address		YES in Chp. 3,	YES as Part V	NO
ideas		Section C	Ind as lare v	NO
a 190a, so dia tentre pikala			arn e centenes and the desire the	
Reports,	NO	N 0	No, except Part	NO, except
Minutes, Agendas) -		X on approval of R&D projects	in early draft
			Paggggg	
T S	YES, plus	YES, but no	ио	YES, no
Correspond.	exhibit. Part III	example given Chapter IV		exhibit shown
		Shap oor 1.		
AND THE RESIDENCE AND ASSESSMENT OF THE STATE OF THE STAT	the control of the part of the terror of the	e e e e e e e e e e e e e e e e e e e	the second of th	Asset Transfer of the second section is a second section of the section of the second section of the section of the second section of the section o
DCI matter as part of	Yes, <u>not</u> in supplement as	Yes as Chp. 5, only 1 exhibit.	YES as Part III but references	YES though not as a
handbook	. Part V with	onity it officers.	to COM 10	distinct paft
	6 exhibits.			or chapter
Data on new	Yes, plus an	М Ә	NO	NO
US Gov't	exhibit on	110	NO .	100
letter	same			
	the state of the s	e erme	en e	
Letters	Yes, separate	To a degree as	YES but with	Yes, to a
kept separat from memor	"Parts" on each/not merge	Chp 2 on memo & d Chp 3 on letter,	reference to COMMO	degree as Chp 1 on Letters and
		but general proce	đ	Chp 2 on memo
		for both are merg	ea .	but has gen/procd
mailing let- ters and	Yes, again the two are not	No, all merged in Chp 6 on gen-	YES but with reference to	Again, tho separt.
memos separa	. Y	eral correspond.	C6MMO	gen. procedures cover both at the
				same time.
Terms used:	No, terms used	"DCI" used but	Yes to both	V. HDATH
"DCI" and	were "Director	"memoranda" is	terms throughout	Yeo. "DCI" used; No as "memor/ <u>dums</u> '
"memoranda"	& "memorandums	replaced by "ums"	the handbook	is used.
	and the second of the second o		The state of the s	e government of the control of the c
Use of	No, that form	Yes. Standard	Yes, with referen	e YES. But Form
Optional Form 10	has been dropp from the book	ed Form No. 64 for memo was also use	to COMMO; NO to	1954 was <u>not</u> used for MEMO FOR
		at this time;NO to Form 1954	,,	RECORD.
			n og skille skiller og skilligt fredske kritiske medergelde i slightege i segles og se	State of Sta
Registered Mail and	Yes, after OK from mailroom	Yes, but merged into text.	YES, as Part IX	YES, in text and as "e" of Section
Agency Pail	people as Part IX		,	IV Secution
	TV			
Examples	Examples are	Some Exhibits	Some exhibits	Some distinct,
made distinct		are distinct,	are distinct, but	most are placed in
from text		but most placed in text.	examples are in text style.	text.
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			*	get in the second of the second
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.\$	Approved For Kelease	2003/04/10 . CIA-RDP/4	-0000031\000200160006-	J

	Approved For Relea	se 2009/04/10 : CIA-RDP	74-00005R00020016000	06-9
TITLE & UTHOR & DATE	1/68 25X1	GSA 1967 Draft	STATE, March 1966	FAA, October, 1962
Forms of Address	HO	YES, Chapter 5. Plus style practices.	YES, Part V., Chapter 1; all of Part V extensive	YES, Chapter 5. Plus style prac tices.
Reports, Minutes, Agendas	NO	NO, only Chp. 4 on telegrams is unique.	YES, extensive; all of Part III	NO, only Chapte 3 on telegrams& wire services i unique.
TS Correspond.	YES, plus exhibit. Part III	NO	YES, but spread throughout book including a few exhibits, esp. Chp 6/Part I.	NO
DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	NO	NO, though its Part II deals with comparable correspondence.	NO, though part of Chps. 1&2 refer to their Administrator.
Data on new US Gov't letter	Yes, plus an exhibit on same	YES, as it ori- ginated here; includes exhibits	YES, have adopte it.	d YES, have adopt it.
Letters kept separate from memos	Yes, separate "Parts" on each/not merge	NOhave dropped memos in favor of informal letters and communication with few exception		YES, cf. Chps. 1 and 2
mailing let- ters and memos separa	Yes, again the two are not e merged.	See above; also refer to its Chps 3&\$ on mails and telegrams.	YES, see its Chps. 3-7 of Part I	YES, see Chps. 1-4.
Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	No to DCI and GSA used " <u>um</u> " not memorand <u>a</u>	Sta ė e uses " <u>um</u> " not memorand <u>a</u>	FAA uses " <u>um</u> " not memorand <u>a</u>
Use of Optional Form 10	No, that form has been dropp from the book	NO-have dropped it and most memo forms in favor of informal letter	Yes in this March, 1966 version.	No but have a FAA form 2800 which is simil
Registered	Approved For Relea	se 2009/04/10 : CIA-RDP	74-00005R00020016000	06-9 ES, esp. Chps

Approved For Release 2009/04/10: CIA-RDP74-00005R000200160006-9_5, esp. Chps. Yes, after OK government wide. Chps. 4-7 of 3 and 4. Registered government wide. from mailroom Part I Mail and people as Part Agency ail YES either they Examples are NO, most are Examples YES to a large are separate or in text/same degree; word, EXAMPLE is all made distinc in bold face. style print; from text few are separate caps or exhibits is bordered by bold face lines. Approved For Release 2009/04/10 : CIA-RDP74-00005R000200160006-9

	•		1 To 12 To 1	¥	2
STATINTL	TITLE & AUTHOR & DATE	HB 1/68	DIA Manual 10-1 4 April 1966	OSI, Sept. 1963	OL Notes
منظ	Forms of address	NO	YES, in Part XII extensive as it has military forms too.	NO	NOT in notes examined
N					
#KC	Reports, Ninutes, Agendas	NO NO	YES, Parts VI and VII on Staff summary sheet & misc. reports	No, use the memorandums to large degree	NO, not in notes examined
	TS Correspond.	YES, plus exhibit. Part III	YES, the no particular part is devoted to it; sewurity is noted in 5 of the parts	YES throughout the book and esp. in Part III	Not in notes
:	DCI matter as part of handbook	Yes, <u>not</u> in supplement as Part V with 6 exhibits.	Part VIII deals with comparable data and other special corresp.	YES in Part I	Yes, examples 11-14 plus references to D/L's preferences
	Data on new US Gov't letter	Yes, plus an exhibit on same	Yes, have adopted it; in Part X on Sample formats, many examples of this	NO	NO
	Letters kept separat from memos	Yes, separate "Parts" on each/not merg	on letters with	YES	No, all taught in Part II,D under gen. principles, tho examples of same are separate.
ر الماسية	mailing let- ters and memos separa	Yes, again the two are not merged.	Assembly the same for both & their Services Division prepares required envelopes for both	YES but much is handled centrally thru D C&R	not in noted examined
Named	Terms used: "DCI" and "memoranda"	No, terms used were "Director & "memorandums	, and memorandum	YES on DCI and YES on memo/da in some cases, but generally memorandum.	YES to both DCI and memoranda terms
	Use of Optional Form 10	No, that form has been dropp from the book	Yes, Part X, figures 13,16, 17 20-24 are on Op Form 10.	NO not even in exhibits.	No, only in correspondence that stays inside OL; used in its divisions if desire
•	Registered Mail and Agency Mail	Yes, after OK from mailroom people as Part IX	Cf. Services Div.	DC&R apparently handles most of their materials	not in notes examined
and the second s	Examples made distinct from text	Examples are to be done in 4 point, Sans Serif typ plus separate exhibits	No to large dergree except Fart X does include all of its sample format in one place.	Text is almost one memorandum or letter after another.	No, the formats for memorandums and letters are distinct from text.
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		erg of the control of			r j